

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( ) EXISTING POSITION

## PART I – Position Description

1. Agency Name <b>Department for Children and Families</b>	9. Position Number K0203193	10. Budget Program Number 29303
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Human Services Counselor (Vocational Evaluator)	
3. Division: <b>Family Services</b>	12. Proposed Class Title	
4. Section: <b>Rehabilitation Services / Career Development Center</b>	13. Allocation	
5. Unit: <b>West Region</b>	14. (a) Effective Date	14. (b) FLSA Code
6. Location (address where employee works) City Negotiable (Western KS) County Negotiable (Western KS)	15. By: <b>Approved</b>	
7. (Circle appropriate time) Full time Perm Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM To: 5:00 AM/PM	17. Position Reviews Date: By:	
Area for use by Personnel Office		

## PART II – Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This is advanced professional counseling to empower people with disabilities to achieve employment as the avenue to self-sufficiency, independence, inclusion, economic equality, and integration into society. This position has the responsibility for planning, coordinating, and conducting assessment services in the DCF West Region. The assessment should support individuals with disabilities and the Vocational Rehab counselors to identify job-related goals, strengths, career interests, and abilities and capabilities of the client, to help with the development of an individual plans for employment. This position also provides significant counseling and guidance to help persons served identify their strengths and abilities; adjust to disability; exercise informed choice; and understand labor market trends and employment opportunities.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: <b>Dennis Ford</b>	Title: <b>Program Administrator</b>	Position Number: <b>K0050100</b>
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Who evaluates the work of an incumbent in this position?

Name: <b>Dennis Ford</b>	Title: <b>Program Administrator</b>	Position Number: <b>K0050100</b>
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position has wide latitude for carrying out responsibilities. The counselor uses the Rehabilitation Services Policy Manual to identify applicable policies and regulations, which may be complex or technical in nature and which require careful interpretation on the part of the employee. Instructions are provided verbally or in writing/media of choice. The supervisor meets with the counselor at least monthly for a general outline of the work to be performed. The work required initiative, independent judgment, and accountability for timeliness, expenditure and outcome. The employee is required to handle many administrative details independently.

d) Which statement best describes the result of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
- ( X ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( ) Major program failure, major property loss, or serious injury of incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of the action; **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is peripheral, incidental or minimal part of the position.

			<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> <li>• Comply with the Rehabilitation Services (RS) professional conduct expectations.</li> <li>• Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public;</li> <li>• Demonstrate leadership in carrying out and communicating the Goals and Priorities of RS, emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in RS programs, services and activities;</li> <li>• Ensure that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services.</li> <li>• Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth;</li> <li>• Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency;</li> <li>• Provide excellent customer service both internally and externally, serving as an advocate for the customer throughout all program areas and lines of business;</li> <li>• Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity;</li> <li>• Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and RS staff; and work cooperatively with peers, staff, customers, community partners and the general public.</li> </ul> <p>Vocational assessment is a technical service designed to gather career/employment related information with individuals that will assist and empower them in making decisions about vocational options.</p>
1.	40	E	Provides a variety of vocational assessment services to consumers for the purpose of gathering information which will facilitate career planning. The vocational evaluator will administer standardized tests and work samples, interview and counsel with each consumer, and observe and record behavioral information. Standardized procedures will be followed as outlined in test/work sample manuals. Behavioral information will be acquired from direct observation and interviews with support staff, employers or instructors. Communicates this information to client and Rehabilitation Counselor. Supervisor will conduct periodical case reviews to determine that services provided are consistent with assessment plan and derived outcomes.
2.	30	E	Analyzes information gathered during the assessment process for the purpose of drawing conclusions and making recommendations concerning vocational objectives and service needs for each consumer. Scores and interprets test and work sample results utilizing instrument manuals. Reviews occupational information to determine possible job matches and to research wage projections and job availability. Considers each consumer's strengths, resources, priorities, concerns, abilities, capabilities, and informed choice. Supervisory case reviews will be made to determine if conclusions are supported by data and are rational.
3.	15	E	Develops an appropriate assessment plan for each consumer which will meet the needs of the individual and the referral source. The vocational evaluator will review available medical, psychological, social, and vocational reports, and directly consult with the referral source in each case. The final assessment plan, including specific objectives, is developed jointly with the Client. Modifications in plans are made whenever circumstances warrant. Plans are periodically reviewed by the supervisor to determine if planned services are appropriate, given the assessment objectives.
4.	10	E	Reports assessment results to client and referral source through an exit conference and by preparing a written discharge summary. The vocational evaluator will prepare a written draft of the report or do so through oral dictation, utilizing a standard report format. Supervisor selects random reports to review for clarity compliance with format, and timeliness. Employee uses e-mail and/or phone on a weekly basis if there are delays in meeting time lines.
5.	5	E	Contributes to the development, cohesion, and productivity of a team of Rehabilitation staff. Attends and actively participates in CDC and RS staff meetings. Cooperates with and communicates effectively, with team members. Demonstrates understanding and support for agency/team vision, mission, goals, and objectives. Supervisor evaluates performance through observation and during team meetings, monthly conferences, and daily interaction with peers.

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

An error, delay, and / or omission in action or decisions of this employee could result in a disruption of direct consumer services, misuse of public funds, loss of community providers and the inability to meet the federal requirements and outcomes for the vocational rehabilitation program.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unite to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Numbe**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work requires daily contact with clients, community service providers, and DCF employers for the primary purpose of meeting the needs of clients, to maintain goodwill, and the purpose of coordination of service delivery. Frequent and continuing contacts are made with department and state administrators to discuss state and federal regulations and policies. Contacts may also involve interviewing, counseling, marketing, and formal public presentations.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients. The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms. Occasional hazards, risks, or discomforts typical of personal or telephone contact with abusive or hostile clientele. Comfortable levels of temperature, ventilation, lighting, and sound are inherent in the work environment. The likelihood of injury is remote.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

State vehicle frequently used in field contacts.

Personal computer used daily to meet paperwork demands.

Calculator used daily to monitor text scores.

Telephone used daily to communicate with staff and others.

Copy machine used daily to maintain paper case files.

Computerized testing- scoring equipment

Standardized work samples

Scanner and fax machines

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### **PART III – Education, Experience and Physical Requirements Information**

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Effective November 1, 2014 and in accordance with federal regulations and State Plan requirements, the minimum qualifications are:

- A Certified Rehabilitation Counselor (CRC) designation; or
- A Master's or Doctorate degree in one of the following fields:
  - Rehabilitation Counseling
  - Rehabilitation Counselor Education
  - Clinical Rehabilitation Counseling
  - Counseling
  - Behavioral Health
  - Behavioral Science
  - Disability Studies
  - Human Relations
  - Human Services
  - Marriage and Family Therapy
  - Occupational Therapy
  - Psychology
  - Psychometrics
  - Rehabilitation Administration/Services
  - Social Work
  - Special Education
  - Vocational Assessment/Evaluation

After making a determination that a position is hard-to-fill, the Director of Rehabilitation Services, at his or her discretion, may approve individuals who do not meet the qualifications listed above to participate in the screening process. Should such candidates be recommended for hire after the screening process, the Director must approve. The applicant in such circumstances must agree in writing as a condition of employment to meet the master's degree standards listed above within five years of the employment start date.

## 28. SPECIAL REQUIREMENTS

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (Licenses, registration or certification).
- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.
- C. List preferred education or experience that may be used to screen applicants.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This work generally requires light to medium light physical exertion. The employee may be required to perform handling activities of lightweight or easily moved items (Le. books, file folders, files, etc.); perform moving activities for brief periods; operate light equipment; and perform repetitive motion for periods of time. Some medium light items would be testing equipment.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

This employee will comply with all the security and safety procedures outlined in the DCF/RS office policy manual.

**PART IV – Signatures**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Personnel Officer	Date
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Signature of Supervisor	Date
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Signature of Agency Head or Appointing Authority	Date
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